

**COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM
PERIOD JULY 1, 2005 - JUNE 30, 2006**

COUNTY OF SAN DIEGO
BOARD OF SUPERVISORS

2006 JUL 25 PM 4:02

1. DEPARTMENT/COURT INFORMATION: LIBRARY

2. VOLUNTEER PROGRAM BENEFITS:

THOMAS J PASTUSZKA
CLERK OF THE BOARD
OF SUPERVISORS

- a. GENERAL VOLUNTEERS (this section should include community volunteer, student intern, groups, corporations, etc.)

No. Vol.	1,275	Hours	61,956	x	\$18.04	=	\$ 1,117,686
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Types of work performed by GENERAL VOLUNTEERS in this category:

Performing clerical work, assisting with branch events, getting books and magazines ready for customer use, tutoring adult literacy learners, reading to children, helping students with homework, phoning customers to remind them to return overdue library materials.

- b. INSTITUTIONAL VOLUNTEERS (this section should include court referrals, honor camp inmates, PIC/RETC, GAIN, etc.)

No. Vol.	345	Hours	4,591	x	\$18.04	=	\$82,822
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Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

Performing clerical work, processing books and other library materials, sorting books for delivery to branches, hauling boxes of books.

- c. SPECIALIZED VOLUNTEERS (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity). These specialized positions have verifiable compensation levels (VCL). If you have such a volunteer, please indicate the position, hours and compensation level below.
See Appendix 2C at end of this report

No. Vol	142	Total Hours	3,535	Total Value	\$106,970
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- d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

	<u>No. of Volunteers</u>	<u>Hours</u>	<u>Dollar</u>	<u>Benefit</u>
2a:	<u>1,275</u>	<u>61,956</u>	\$	<u>1,117,686</u>
2b:	<u>345</u>	<u>4,591</u>	\$	<u>82,822</u>
2c:	<u>142</u>	<u>3,535</u>	\$	<u>106,970</u>

TOTALS:	<u>1,762</u>	<u>70,082</u>	\$	<u>1,307,478</u>
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3. **DONATIONS TO VOLUNTEER PROGRAM:**

Please list all donations to the department's Volunteer Program including monetary donations and tangible/intangible items. Items such as computers, air time, transportation, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

See Appendix 3 at end of this report

TOTAL VALUE \$ 9,772

4. **VOLUNTEER PROGRAM COSTS:**

- a. Cost of direct supervision of volunteers (total hours of direct supervision times hourly rate of staff person(s) directly supervising program volunteers.

Hours 3,232 x Rate \$ 16.39 = \$52,972

\$ 52,972

- b. Cost of program coordination (total hours of program coordination times hourly rate of coordinator(s)). This section should include coordination of staff, compiling statistics, job description preparation, volunteer placements and recognition, etc.

See Appendix 4b at the end of this report

\$ 12,386

- c. Other program costs (volunteer training materials/supplies, recognition costs, etc.):

<u>Item</u>	<u>No. Hrs</u>	<u>Hourly Rate</u>	<u>Cost</u>
Branch staff time, formal volunteer recognition.	459.5	\$16.39	\$ 7,531.21
Volunteer recognition event supplies.			\$ 3,400.00
Total:			\$ <u>10,931.21</u>

TOTAL OF OTHER PROGRAM COSTS= \$10,931

\$ 10,931.

- d. TOTAL OF VOLUNTEER PROGRAM COST= \$76,289
(add 4a, 4b, and 4c)

\$ 76,289

5. **NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:**

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2) \$ 1,307,478

b. Total of Donations to Volunteer Program, Item 3 (Page 2) \$ 9,772

ADD a + b \$ 1,317,250

c. Subtract Total of Volunteer Program Costs, Item 4d (Page 3) (\$ 76,289)

TOTAL PROGRAM BENEFIT \$ \$1,240,961

6. **RECRUITING:** Please describe your recruiting programs:

Media releases for specific volunteer needs, including radio ad campaign to recruit adult literacy tutors and learners; County Television Network; San Diego Volunteer Center; Library staff encouraging potential volunteers to get involved as volunteers; Area Retired Senior Volunteer Program of Area Agency on Aging; Visits to schools; recruitment at library's Teen Advisory groups; information on San Diego County Library and general County websites (www.sdcl.org and www.sdcountry.ca.gov)

7. **SPECIAL VOLUNTEER PROGRAM ACTIVITIES/ACHIEVEMENTS:**

Please describe any special activities and/or achievements your program was involved in during the period of this report:

Library brought its adult literacy volunteer tutoring program back in house this year, after contracting out for five years. Radio and print advertising, as well as branch and community promotion attracted 40 volunteer tutors who have been trained and are working with the program, called LEARN (Libraries Empower All to Read Now); Branch libraries held recognition events, most during Volunteer Recognition Month in April; most branch libraries made available a popular multigenerational read-aloud-to-children program, called "Grandparents and Books"; At various branches, teenagers planned and presented programs for young children, decorated the library, organized teen and community events; volunteers phoned customers to request return of overdue library materials. The Library Friends of San Diego (the umbrella group of all branch Friends' groups) sponsored its annual countywide essay contest, this year asking the question, "My Favorite Library Experience"; Friends of Library groups sold specialized used books over the Internet to raise money for branch libraries; The library expanded its "Read to a Dog" program (known by various names), in which children practice reading to specially trained "therapy dogs," with the dogs' volunteer trainers present; Friends groups held hundreds of booksales, as well as major community events, such as Poway's Harry Potter

Birthday Bash, Rancho Santa Fe's Rancho Days Festival, and Fallbrook's Art of the Book Festival. The Library's new award winning radio ad campaigns benefited from the volunteer voices of radio personalities Jane Asher and Ricardo Otero; this year 14 branches ran successful used book stores whose proceeds benefit library collections and programs. County Board of Supervisors' honored library's Volunteer of the Month in November 2005 and Volunteer of the Year in April 2006 at Board recognition events televised on County Television Network

8. VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2006-07:

Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

The San Diego County Library plans to maintain volunteer use at its current high levels; to match volunteer interests to the most appropriate tasks needing volunteer support; to recognize volunteers with special events and expressions of appreciation throughout the year; to promote the use of volunteers to a greater extent for the wide and timely distribution of the library's monthly calendar of events and other promotional publications throughout the communities served by the library system; to continue using radio ads in English and Spanish to recruit volunteers to the adult literacy program.

9. GENERAL INFORMATION:

Name of Person Completing Report: Ellen Zyroff

Phone Number (858) 694-2484 Mail Stop 070 E-Mail Ellen.Zyroff@sdcounty.ca.gov

Volunteer Coordinator: Ellen Zyroff

Phone Number: (858) 694-2484 Mail Stop 070 E-Mail Ellen.Zyroff@sdcounty.ca.gov

10. DEPARTMENT CERTIFICATION:



DEPARTMENT HEAD SIGNATURE

DATE July 20, 2006

APPENDICES FOLLOW BELOW:

APPENDICES

APPENDIX 2C. SPECIALIZED VOLUNTEERS

Specialized Volunteer Position	Branch Library	Number of Volunteers	Number of Hours	VCL (Hrly Rate)	Dollar Benefit
Internet Docents	Various Branches	27	1952.5	\$20.00	\$39,050.00
Entertainer/Clown	Crest	1	75	\$100.00	\$950.00
Dog Handler	La Mesa	1	10	\$50.00	\$500.00
Dog Handler	Lakeside	2	74	\$50.00	\$3,700.00
Halloween Carnival	Poway	58	152	\$20.00	\$3,040.00
Artists & musicians & reception volunteers at Rancho Days	Rancho Santa Fe	24	96	\$50.00	\$4,800.00
Travel workshop presenter - Nov.	Rancho Santa Fe	1	50	\$100.00	\$5,000.00
Artist in residence	Rancho Santa Fe	1	50	\$450.00	\$22,500.00
Book talk presenters	Rancho Santa Fe	3	100	\$100.00	\$300.00
Meditation workshop	Rancho Santa Fe	1	100	\$100.00	\$100.00
Therapy Dogs	Rancho Santa Fe	4	12	\$50.00	\$200.00
French Heritage workshop	Rancho Santa Fe	1	2	\$100.00	\$100.00
Knitting instructor	Solana Beach	1	48	\$30.00	\$1,440.00
Sign Language Instructors	Solana Beach	2	130	\$30.00	\$3,900.00
Citizenship/USHistory Lecturer	Solana Beach	1	182	\$30.00	\$5,460.00
ESL Instructor	Solana Beach	1	44	\$30.00	\$1,320.00
HeadStart Volunteer	Solana Beach	1	104	\$30.00	\$3,120.00
Spanish teacher	Solana Beach	1	156	\$30.00	\$4,680.00
Dog Handlers	Valley Center	2	66	\$30.00	\$1,980.00
Homework Help	Valley Center	1	70	\$30.00	\$2,100.00
Workshop Presenter	Valley Center	2	16	\$30.00	\$480.00
Therapy Dogs	Vista	6	45	\$50.00	\$2,250.00
Total:	All	142	3,535	n/a	\$106,970

More

APPENDIX 3. DONATIONS TO VOLUNTEER PROGRAM

Branch	Item Donated	By Whom	Value
Lincoln Acres	Donuts	Staff	\$12.00
Fletcher Hills	Ice cream and toppings	Friends of Fletcher Hills Library	\$80.00
Fletcher Hills	Children's books	Local Kiwanis Group	\$250.00
Rancho Santa Fe	Food and favors & gift	Branch staff for Volunteer recognition	\$100.00
Rancho Santa Fe	Monthly art displays	Artists	\$1,500
Rancho Santa Fe	Volunteer recognition gift	Community Friends	\$30
Rancho Santa Fe	Tea event and other donations	Community Foundation	\$7,800
Total:			\$9,772

APPENDIX 4C. COST OF PROGRAM COORDINATION (05-06 hourly rates)

<u>Item</u>	<u>No. Hrs</u>	<u>Hourly Rate</u>	<u>Total</u>
Volunteer Coordinator	90	\$ 35.92	\$ 3,233
Regional Superv Librarians	10	\$ 27.36	\$ 300
Student Worker	64	\$ 14.33	\$ 917
Personnel Aide	10	\$ 18.67	\$ 160
Senior Personnel Officer	5	\$ 35.26	\$ 176
Director	100	\$ 76.00	\$ 7,600
TOTAL			\$ 12,386

END